



**Executive Committee**

**AGENDA**

**March 12, 2020 -- 8:15 a.m.**

**James River Board Room**

**Call to Order & Certification of a Quorum**

- 1. Welcome and Introductions-** Chairman Nelson
- 2. Minutes for the January 9, 2020 Meeting (Tab 1)-** Mr. Davis  
Minutes from the January 9, 2020 meeting are included for review.

**Requested Action:** Motion to approve the January 9, 2020 meeting minutes.

- 3. Tenant Advisory Services Discussion (Tab 2) -** Dr. Spagna  
Members of the Audit, Facilities and Finance Committee meet with three firms offering tenant advisory services to the Commission in anticipation of the October 2022 office space lease agreement expiration. The Committee recommends use of such a firm and is prepared to make recommendations for selection if desired by the Executive Committee.

**Requested Action:** Direction to staff regarding use of Tenant Advisory Services and general expectations for management of a decision-making process.

- 4. Executive Director's Report-** Ms. Heeter  
Ms. Heeter will provide a verbal update on activities at the Commission and upcoming Commission meeting topics, time permitting.

**No Action Requested.** This item is for information only; no action is requested.

- 5. Other Business: Resolutions of Appreciation for Outgoing Commissioners (Tab 3)**

**Requested Action:** Motion to approve resolutions of appreciation for Commissioners whose service ended December 31, 2019.

- 6. Adjourn**  
Targeted Adjournment is 8:55 am.

**Requested Action:** Motion to Adjourn the meeting.





**Executive Committee**

**Minutes of Meeting**

**January 9, 2020**

**Members Present**

Sean Davis.....Hanover County  
 Angela Kelly-Wiecek, Secretary.....Hanover County  
 Tyrone Nelson, Chair..... Henrico County  
 Dr. Cynthia Newbille..... City of Richmond  
 Larry Nordvig.....Powhatan County  
 Dr. George Spagna, Vice Chair..... Town of Ashland  
 Patricia Paige, Treasurer ..... New Kent County

**Others Present**

Eric Gregory.....Hefty, Wiley & Gore, PC

**Staff Present**

Martha Shickle..... Executive Director  
 Terry Eckhout..... Director of Finance  
 Diane Fusco.....Office Manager  
 Sidd Kumar..... Project Coordinator

**Call to Order & Certification of a Quorum**

Chairman Nelson called the meeting to order at approximately 8:50 AM. Ms. Shickle confirmed a quorum was present.

**1. Minutes for the December 12, 2019 Meeting**

Chairman Nelson called attention to the minutes which were included in the agenda packet under Tab 1 and asked members to review. He said if there are no items to review, edits or modifications, he would ask for a motion to approve the minutes as presented.

A motion was made by Dr. Spagna to approve the minutes and Dr. Newbille seconded the motion. The motion was adopted unanimously to approve the December 12, 2019 minutes.

Mr. Gregory confirmed Chairman Nelson has the authority to recognize new appointments to the Executive Committee.

Chairman Nelson confirmed Mr. Sean Davis has been appointed to represent Hanover County and Mr. Chris Winslow has been appointed to represent Chesterfield County on the Executive Committee.

Ms. Kelly-Wiecek is also in attendance at today's meeting as a past Executive Committee member and worked on items for discussion during the closed session. Chairman Nelson invited Ms. Kelly-Wiecek to attend today's closed session to report on items relevant to the closed session.

## 2. Closed Session

Chairman Nelson asked for a motion to enter in to closed session.

Dr. Newbille made a motion to enter in to closed session:

"Motion to convene in closed session pursuant to Virginia Freedom of Information Act Section 2.2-3711 (A) (1), for the purpose of discussing personnel matters concerning specific Commission employees; and, pursuant to FOIA Section 2.2-3711 (A) (8) for purposes of discussion and consultation with legal counsel retained by the agency concerning these personnel matters during which all recording of the meeting will cease.

Dr. Spagna seconded the motion and the motion carried unanimously.

### ----- CLOSED SESSION-----

Chairman Nelson asked for a motion to exit the closed session and a motion was made by Dr. Newbille and seconded by Dr. Spagna. The motion carried unanimously.

At the conclusion of the closed session Chairman Nelson reconvened the public meeting.

Chairman Nelson asked Ms. Fusco to poll members for their response to the following:

*"Do each of you vote to certify that, to the best of your knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered?"*

Name	Aye	Nay	Abstain	Absent
Davis	X			
Nelson	X			
Nordvig				X
Newbille	X			
Paige	X			
Spagna	X			
Winslow	X			

Mr. Gregory confirmed that a motion was needed from the Executive Committee to schedule a meeting at a date to be determined with Ms. Shickle, Ms. Kelly-Wiecek and Chairman Nelson. Mr. Gregory would also attend.

Such motion was made by Dr. Newbille and seconded by Dr. Spagna for the meeting to be scheduled which would close out the evaluation process for Ms. Shickle. The motion carried unanimously.

Chairman Nelson also asked if a motion was needed for the proposed 3% salary adjustments to be awarded to PlanRVA staff members as discussed in the closed session, but Mr. Gregory said this item was more of an affirmation of the budget decision and did not require a motion. Chairman Nelson advised that Ms. Shickle could move forward with this action.

Mr. Gregory said the other item was to move forward with targeted salary adjustments proposed for Myles Busching and Sarah Stewart which would require a motion. Dr. Spagna made a motion to authorize Ms. Shickle to award these adjustments per the discussion in the closed session which was seconded by Dr. Newbille. The motion carried unanimously.

Chairman Nelson also asked Mr. Gregory to advise the Committee regarding action to authorize cellular phone stipend for the Executive Director. Mr. Gregory advised a motion to authorize would be appropriate.

Dr. Newbille made a motion to authorize payment of \$50.00 per month for cellular phone reimbursement to Ms. Shickle; the motion was seconded by Dr. Spagna and was carried unanimously.

### **3. Adjourn**

The meeting was adjourned at approximately 9:40am.



## TENANT ADVISORY SERVICES SUMMARY

	<b>Cushman &amp; Wakefield / Thalhimer</b>	<b>Jones Lang Lasalle (JLL)</b>	<b>CBRE</b>
<b>CONTACTS</b>	Brian Berkey, Senior VP	Charlie Polk, Executive Managing Director; Christian Creswell, Sr. Interior Designer	Chris Wallace, Senior VP; Tony Beck, Senior Managing Director; Eric Willford, VP
<b>Who they are/benefits</b>	Headquartered in RVA with ten full-service offices. Part of the Cushman & Wakefield Alliance.	Global capabilities, construction and project management expertise with volume purchasing power.	Extensive local knowledge, end-to-end service provider, proven track record working with similar size and scope.
<b>Clients/recent experience</b>	Chesapeake Bay Foundation, Richmond Behavioral Health Authority (RBHA), United Way, VA Society of CPAs, VA Sheriffs Institute	American Heart Association, CVWMA, American Red Cross, YWCA, YMCA, American Cancer Society, VA Poverty Law Center, VA Bankers Association	Dominion Energy Credit Union, Crown Castle, Thomson Reuters, SimpliSafe, Better Business Bureau, Pediatrix Medical Group
<b>Situational Analysis</b>	Goal to promote regional cooperation and collaboration and recognized capabilities of funding, planning, project management, public engagement, research & modeling. Quote from Mrs. O'Bannon taken from 1/22/2019 minutes "thought should be given to prepare for relocation to site with lower per square footage rate."	Perception of PlanRVA's goals: New vibrant space, more collaboration, open plan for more productive work environment, access to public transit, space efficiency, connectivity to community, branding/signage, possibility of renovation of current space.	Per current charter required to be within city limits, improve space utilization by utilizing shared conference facility, parking needs to accommodate meetings, more integrated with public to reflect mission of PlanRVA, mixed-use development desirable if relocating, seeking a full-service partner that will deliver a plan by December 2020.
<b>Market Overview</b>	Healthy overall, RVA 5 <sup>th</sup> lowest office vacancy in the country, high demand for urban space, limit large block availability	Typical suburban Class A rents have risen significantly, significant near term roll over exists in 2021 and 2022, limited supply in Stony Point Submarket.	Limited development activity coupled with an increasing level of demand has compressed vacancy levels for the sixth straight year.

	<b>Cushman &amp; Wakefield / Thalhimer</b>	<b>Jones Lang Lasalle (JLL)</b>	<b>CBRE</b>
<b>Strategy / Process</b>	Cost Savings. Parallel Paths – Sublease and Blend & Extend. Benefits – recognize savings in 2020, improve efficiency and layout, upgrade and enhance. Pitfalls – extending lease in current building, sublease comes with risk. Have provided timeline for blend & extend and relocation options.	Phase 1 – data gathering; Phase 2 – market and alternatives analysis; Phase 3 – transaction negotiation and closing. Four main categories of deal/strategy – economics, operational/flexibility, construction, environment/workplace. Also provided a renewal strategy.	Process - Strategic planning, operational development, transaction implementation. Included activities and deliverables for each step and timeline.
<b>Compensation</b>	Tenant Advisory Services paid by respective landlord, no cost to PlanRVA. Project Management based on fee schedule that totals \$2.75/PSF. Thalhimer will donate 20% of the fee back to PlanRVA which can applied towards project management services.	Offers a 20% fee share on transaction.	Unknown – <i>not included in presentation materials</i>







**RESOLUTION IN APPRECIATION OF  
PARKER C. AGELASTO**

**WHEREAS**, Parker C. Agelasto represented the City of Richmond on the Richmond Regional Planning District Commission (PlanRVA) since January 2, 2013; and

**WHEREAS**, he has served as a valuable leader and public service, offering his time, attention and input to supporting regional cooperation and the programs administered by PlanRVA;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates the leadership, contributions, and efforts of Parker C. Agelasto;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this twelfth day of March 2020, acknowledges and commends his dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

---

---

Martha Heeter  
Executive Director

Tyrone Nelson  
Chair



## RESOLUTION IN APPRECIATION OF GREGORY R. BAKA

**WHEREAS**, Gregory R. Baka represented the County of Henrico on the Richmond Regional Planning District Commission (PlanRVA) since January 8, 2019; and

**WHEREAS**, he has served as a valuable leader and public service, offering his time, attention and input to supporting regional cooperation and the programs administered by PlanRVA;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates the leadership, contributions, and efforts of Gregory R. Baka;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this twelfth day of March 2020, acknowledges and commends his dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

---

---

Martha Heeter  
Executive Director

Tyrone Nelson  
Chair



## RESOLUTION IN APPRECIATION OF ANGELA CABELL

**WHEREAS**, Angela Cabell represented the County of Powhatan on the Richmond Regional Planning District Commission (PlanRVA) since January 19, 2016; and

**WHEREAS**, she has served as a valuable leader and public service, offering her time, attention and input to supporting regional cooperation and the programs administered by PlanRVA;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates the leadership, contributions, and efforts of Angela Cabell;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this twelfth day of March 2020, acknowledges and commends her dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

---

Martha Heeter  
Executive Director

---

Tyrone Nelson  
Chair



## RESOLUTION IN APPRECIATION OF STEVE A. ELSWICK

**WHEREAS**, Steve A. Elswick represented the County of Chesterfield on the Richmond Regional Planning District Commission (PlanRVA) since January 11, 2012; and

**WHEREAS**, he has served as a valuable leader and public service, offering his time, attention and input to supporting regional cooperation and the programs administered by PlanRVA;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates the leadership, contributions, and efforts of Steve A. Elswick;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this twelfth day of March 2020, acknowledges and commends his dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

---

Martha Heeter  
Executive Director

---

Tyrone Nelson  
Chair



## RESOLUTION IN APPRECIATION OF MIKE GRAY

**WHEREAS**, Mike Gray represented the City of Richmond on the Richmond Regional Planning District Commission (PlanRVA) since May 9, 2016; and

**WHEREAS**, he has served as a valuable leader and public service, offering his time, attention and input to supporting regional cooperation and the programs administered by PlanRVA;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates the leadership, contributions, and efforts of Mike Gray;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this twelfth day of March 2020, acknowledges and commends his dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

---

Martha Heeter  
Executive Director

---

Tyrone Nelson  
Chair



## RESOLUTION IN APPRECIATION OF DOROTHY JAECKLE

**WHEREAS**, Dorothy Jaeckle represented the County of Chesterfield on the Richmond Regional Planning District Commission (PlanRVA) since January 9, 2008 including Chair during Fiscal Year 2018; and

**WHEREAS**, she has served as a valuable leader and public service, offering her time, attention and input to supporting regional cooperation and the programs administered by PlanRVA;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates the leadership, contributions, and efforts of Dorothy Jaeckle;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this twelfth day of March 2020, acknowledges and commends her dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

---

---

Martha Heeter  
Executive Director

Tyrone Nelson  
Chair



**RESOLUTION IN APPRECIATION OF  
ANGELA KELLY-WIECEK**

**WHEREAS**, Angela Kelly-Wiecek represented the County of Hanover on the Richmond Regional Planning District Commission (PlanRVA) since January 25, 2012 including Chair during Fiscal Year 2014; and

**WHEREAS**, she has served as a valuable leader and public service, offering her time, attention and input to supporting regional cooperation and the programs administered by PlanRVA;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates the leadership, contributions, and efforts of Angela Kelly-Wiecek;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this twelfth day of March 2020, acknowledges and commends her dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

\_\_\_\_\_

\_\_\_\_\_

Martha Heeter  
Executive Director

Tyrone Nelson  
Chair





## RESOLUTION IN APPRECIATION OF SUSAN LASCOLETTE

**WHEREAS**, Susan Lascolette represented the County of Goochland on the Richmond Regional Planning District Commission (PlanRVA) since January 15, 2016; and

**WHEREAS**, she has served as a valuable leader and public service, offering her time, attention and input to supporting regional cooperation and the programs administered by PlanRVA;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates the leadership, contributions, and efforts of Susan Lascolette;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this twelfth day of March 2020, acknowledges and commends her dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

---

Martha Heeter  
Executive Director

---

Tyrone Nelson  
Chair



## RESOLUTION IN APPRECIATION OF FLOYD H. MILES, SR.

**WHEREAS**, Floyd H. Miles, Sr. represented Charles City County on the Richmond Regional Planning District Commission (PlanRVA) since January 12, 2012 including Chair during Fiscal Year 2017; and

**WHEREAS**, he has served as a valuable leader and public service, offering his time, attention and input to supporting regional cooperation and the programs administered by PlanRVA;

**NOW, THEREFORE, BE IT RESOLVED**, that the Richmond Regional Planning District Commission sincerely appreciates the leadership, contributions, and efforts of Floyd H. Miles, Sr.;

**AND, BE IT FURTHER RESOLVED**, that the Richmond Regional Planning District Commission, this twelfth day of March 2020, acknowledges and commends his dedicated service to the citizens of the Richmond region.

**WITNESS:**

**BY:**

---

---

Martha Heeter  
Executive Director

Tyrone Nelson  
Chair